

12.400 INCIDENT REPORTING, MISCELLANEOUS REPORTING

References:

Procedure 12.115 - Handling Wild/Exotic Animals, Pit Bulls, Dangerous/Vicious Dogs, and Animal Bite Reports
 Procedure 12.135 - Reporting False Alarms on a Form 315
 Procedure 12.230 - Fatal Crash Investigation and Placement of Related Charges
 Procedure 12.315 – Investigation of Rape and Other Sexual Assault Offenses
 Procedure 12.403 – Crime Victim/Witness Notification and Assistance
 Procedure 12.405 - Closure of Offense Reports
 Procedure 12.412 – Domestic Violence
 Procedure 12.415 - Reporting and Classifying Assault Offenses
 Procedure 12.420 - Reporting Vehicle Thefts and Related Offenses
 Procedure 12.425 - Reporting and Classifying Breaking and Entering Offenses
 Procedure 12.430 - Endangering Children Offenses
 Procedure 12.615 - Deceased Persons/Prisoners
 Procedure 12.910 - Missing Persons
 Ohio Revised Code – 2901.01 Definitions
 Ohio Revised Code – 5126.058 Memorandum of Understanding
 Ohio Uniform Incident Report Training Manual
 State Ex Rel Beacon Journal Publishing Company v Maurer, Sheriff, 91 OHIO ST.3rd 54 (2001 Ohio)

Definitions:

High Profile Criminal Investigations -

- Critical firearm discharges by police officer(s).
- A police officer uses force against a person who is admitted to a hospital.
- A person fires a shot at a police officer.
- A police officer is killed or seriously injured.
- Any other investigation as identified by the Police Chief.

Incident Reports - Form 301, Incident Report; Form 301VVS, Victim/Vehicle Supplement; Form 301PS, Property Supplement; Form 301AS, Arrest Supplement; Form 303, Motor Vehicle Incident Report; and Form 304, Missing Report.

Confidential Investigative Notes - Form 311G, Confidential Investigative Notes – General; Form 311S, Confidential Investigative Notes – Suspects; Form 311N, Confidential Investigative Notes – Narrative; and Form 311DV, Confidential Investigative Notes – Domestic Violence.

Mentally Retarded Person – A person having significantly subaverage general intellectual functioning existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

Developmental Disability - A severe and chronic disability characterized by all of the following:

1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of section 5122.01 of the Revised Code.
2. It is manifested before age twenty-two.
3. It is likely to continue indefinitely.
4. It results in one of the following:
 - a. In the case of a person under three years of age, at least one developmental delay or established risk;
 - b. In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - c. In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
5. It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Purpose:

Establish Department guidelines governing the collection and preservation of facts and actions taken in the investigation of crimes and incidents.

Promote uniformity and standardization in reporting.

Policy:

Officers will conduct a preliminary investigation when called to the scene of an offense. They will fairly and impartially record all facts and actions. They will provide the required police service and complete an accurate and thorough report, submitting reports for serious offenses immediately. All other offense reports will be submitted before the completion of the reporting officer's shift.

Supervisors will respond on felony offenses of violence, as defined in section 2901.01 of the Ohio Revised Code, and all sexual assault offenses to ensure a proper preliminary investigation is conducted.

Criminal Investigation Section (CIS) will respond and maintain authority over all High Profile Criminal Investigations. CIS also has authority over any other investigation as directed by the Police Chief. Upon identification of a High Profile Criminal Investigation, a supervisor will contact the CIS desk to initiate their High Profile Criminal Investigation Standard Operating Procedure (SOP). This policy does not preclude the use of other investigative unit personnel.

Officers assigned to investigate cases where the victim is mentally retarded or developmentally disabled must notify the Hamilton County Board of Mental Retardation and Developmental Disabilities (MR/DD) Investigations Unit prior to beginning their investigation. Initial responding officers conducting the preliminary investigation of a criminal offense involving a mentally retarded or developmentally disabled victim must notify the MR/DD Investigations Unit if they are able to make an immediate arrest and successfully close the case, negating the need for it to be assigned to an investigator.

If it is not originally known that a victim is mentally retarded or developmentally disabled and an investigation has already begun, the investigating officer must make the appropriate notification after it is established that the victim suffers from mental retardation or developmental disability. Officers will contact the MR/DD Investigations Unit at (513) 794-3308, 24 hours a day.

Information:

The Police Department is required to conduct joint and cooperative investigations with the Hamilton County Board of MR/DD when the victim of a crime is either mentally retarded or developmentally disabled. The Police Department and the Hamilton County Board of MR/DD are required to share and disclose information during these investigations. The Cincinnati Police Department will assume the lead investigative responsibilities for all such investigations.

Procedure:

A. Reporting Incidents (Completion of Reports)

1. Print all information contained in the report with a blue or black ink, ballpoint pen. Make sure all three copies are legible.
 - a. Spell all names in full: last, first, and middle.
 - b. Business names consist of two names, e.g., Kroger Company.
 - c. Record sex as: M-Male, F-Female, or U-Unknown.
 - d. Race descriptions must be consistent with the following federal requirements and used on all Police Department reports:

- 1) W – White.
- 2) B – Black.
- 3) I - American Indian or Alaskan Native.
- 4) A – Asian.
- 5) U - Unknown, not described above.

2. Place of occurrence and/or street address must consist of the following:

- a. Street number - if intersection, use number closest to corner, e.g., Vine St. at Third, N.E. corner, use 300 Vine St.
- b. Street prefix, when applicable: North - N, South - S, East - E, and West – W.
- c. Street name - printed in full and correctly spelled.
- d. Street suffix - will consist of one of the following:

STREET DESIGNATOR CODE LIST

DESIGNATOR CODE

Alley	AL	Highway	HW
Avenue	AV	Lane	LN
Boulevard	BV	Park	PK
Bridge	BR	Parkway	PY
Circle	CR	Pike	PI
Court	CT	Place	PL
Drive	DR	Road	RD
Expressway	EX	Square	SQ
Street	ST	Viaduct	VI
Terrace	TE	View	VW

Trail TL Way WY

- e. City
- f. State
- g. Zip Code
- 3. Reporting area
 - a. Do not enter a reporting area on any Police Department report. The reporting area is assigned when the location of the offense or incident is entered into the computer.
- 4. Ohio Revised Code (ORC) section number
 - a. Unless designated otherwise, all Department offense reports will reflect the appropriate ORC section number following the type of offense. These section numbers serve as codes to separate ORC statistics.
 - b. The following offenses are exceptions which require further coding. For reporting purposes only, use the additional indicated letters as a suffix to the ORC section number.
 - 1) Patient Abuse - 2903.34PA
 - 2) Gross Patient Neglect - 2903.34GPN
 - 3) Patient Neglect - 2903.34PN
 - 4) Grand Theft - 2913.02G
 - 5) Petty Theft - 2913.02P
 - 6) License Plate Theft - 2913.02L
 - 7) Recovered Stolen License Plate(s) - 2913.02LR
 - 8) Vehicle Theft - 2913.02V
 - 9) Recovered Stolen Vehicle - 2913.02VR
 - 10) Unauthorized Use of a Vehicle - 2913.03V
 - 11) Unauthorized Use of a Vehicle Recovery - 2913.03VR
 - 12) Vehicle Defrauding a Livery or Hostelry - 2913.41V
 - 13) Vehicle Defrauding a Livery or Hostelry Recovery - 2913.41VR
- 5. Distribution of crime victims pamphlet

- a. When an offense report is made, Department personnel will provide the victim, his family, or dependents one copy of the "Information for Crime Victims" pamphlet and other information as described in ORC Chapter 2930.

- 1) Refer to Procedure 12.403, Crime Victim/Witness Notification and Assistance, for crime victim notification.

6. Confidential Investigative Notes

- a. Complete a Form 311G for every offense, except station reports and arrests. Record witnesses' names, addresses, and telephone numbers on the form. Also complete Forms 311S, 311N, and 311DV when appropriate.
- b. On offenses involving an individual and/or business requesting the dollar amount taken not be publicized, include the amount on the Form 311G instead of on the Form 301. Use this option sparingly in unusual cases where the complainant is reluctant to reveal the amount taken.
- c. Enter "undetermined amount of US currency" on the Form 301PS, Property Supplement, in the "Property" section.

7. Incomplete reports

- a. Mark reports taken in the field which require information not available at the time of the report "incomplete". The assigned investigator is responsible for completing the original report and executing any additional reports.

B. General Rules for Offense Reporting

1. Number of offense reports

- a. Make a report for each incident.

- 1) An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.

The concept of acting in concert provides that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s).

The concept of same time and place provides that if more than one offense was committed by the same person or group of persons and the time and place intervals

surrounding them were insignificant, all of the crimes comprise a single incident.

- a) Example: Five persons are robbed at gunpoint. One of the five is fatally shot.
 - 1] Prepare a Form 301 with 5 victims.
 - 2] In the "Offense" section, list all offenses committed.
 - 3] Link the offense with victim in "Victim/Offense" link box.
 - 4] Explain in the "Narrative" section the facts of each offense and how it relates to each victim.
 - b. A vehicle is stolen during a robbery, burglary, or breaking and entering, refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses. This report gets an offense number.
 - 1) Prepare a Form 303.
 - 2) List all offenses.
 - 3) Explain in "Narrative" section.
 - c. When burglary or breaking and entering offenses occur involving multiple units carrying the same address and at the same time, prepare one Form 301 with the appropriate number of victims.
 - d. Report a number of thefts from a single victim, committed at the same place by the same person over an indefinite period, as one offense. List the approximate dates of the first and last known theft.
 - e. Report multiple parking meters or newspaper racks broken into in the same vicinity, same street, and about the same time on one offense report, provided the owner and district are all the same. The collator will issue one offense number for each incident.
2. Reporting responsibility
- a. The district of occurrence is responsible for the report. However, if the complainant responds to another district, section, or unit that district, section, or unit will make the report.
- EXCEPTION: Homicide supervisors will complete homicide and high profile criminal offense reports.
- 1) Immediately forward all copies of the report to the district of occurrence. Do not assign an offense number.

- 2) Notify a supervisor for serious offenses requiring immediate follow-up.
 - a) If the offense occurred in another district, a supervisor from the district where the offense was reported will notify a supervisor from the district of occurrence for immediate follow-up.
 - b) Record the notification in the "Remarks" section of the report.
- 3) Immediately notify the CIS desk to initiate the High Profile Criminal Investigation SOP when necessary.
- b. Two or more districts involved in a crime or series of crimes.
 - 1) In single or multiple crime situations, the district in which the most serious criminal offense occurs will complete and carry the report.
- c. Criminal acts involving Cincinnati and other jurisdictions
 - 1) The district of occurrence will prepare offense reports for Cincinnati offenses, including details of crimes committed in other jurisdictions.
- d. When the district of occurrence is unknown, but is believed to be within the Cincinnati city limits, use the address of the reporting district and note in the "Remarks" section of the report the location where the offense occurred is unknown.
 - 1) Carry the offense report in the resident district of the complainant.
 - 2) If the complainant is not a Cincinnati resident, carry the report in the district where the offense was reported.
3. Use of language on department reports
 - a. Whenever profanity or obscene remarks are used in the commission of an offense, record the actual language on the report.
4. Offenses involving City property
 - a. List the complainant as the City department assigned the property.
 - b. If the property belongs to another City entity such as the Board of Education, list the name of the school as the "Complainant".
5. Lost property

- a. If the property can be readily identified by a serial number, complete a Form 301.
 - 1) The use of serial numbers for reporting lost and/or stolen property includes the owner's social security number. The social security number is entered in the computer as an Owner Applied Number (OAN).
 - 2) If not identifiable, complete a Form 317, General Conditions Report.
 - b. If the value of lost property exceeds \$500.00, complete a Form 301.
 - c. Refer to Procedure 12.420 to determine what articles are reported on a Form 301.
6. Property values
- a. A monetary value is not necessary for blank checks, blank driver's licenses, blank auto titles, etc. These are automatically grand thefts.
 - b. Shoplifted items - list the value given by the complainant.
 - c. Use the fair market value of articles, subject to depreciation.
 - d. Use the victim's evaluation of items such as jewelry, watches, and other articles which decrease slightly in value or not at all.
 - e. Use the replacement or actual cost to the victim for new or almost new items, e.g., money orders with cash value but no name, etc.
 - f. List the replacement value given by the complainant of heirlooms, collector's items, antiques, museum pieces, etc.
 - g. The investigating officer will use good judgment and discuss with the complainant any values which appear to be inflated.
7. Unusual occurrences and attempt
- a. Incident reports
 - 1) Prepare a Form 301 to record unusual occurrences, which in the judgment of a supervisor, have no applicable ORC statute. Follow-up investigation may be appropriate.
 - a) In the "Administrative" section of the report, check the "Incident" (non-criminal) block.
 - b. Attempt: 2923.02

- 1) Prepare a Form 301 to report attempts to commit a violation of any ORC statute listed in this procedure. In the "Offense" section place an "A" (attempt) in the A/C block.
 - 2) For reporting purposes, the ORC section number will be for the offense that was attempted. Do not list the attempt section (2923.02) on any offense report.
8. Robbery/burglary of controlled substance from registrant
- a. The Controlled Substance Registrant Protection Act of 1984 amends Title 18 of the U.S. Code by creating Section 2118:
 - 1) A federal felony has been committed if a pharmacist, physician, drug wholesaler, researcher, or manufacturer is the victim of a robbery or burglary and any of the following elements are present:
 - a) The value of the drugs exceeds \$500.00.
 - b) The crime involves interstate activity.
 - c) A person is killed or seriously injured as a result of the crime.
 - 2) Section 2118 requires local law enforcement to conduct the preliminary investigation and notify the Federal Bureau of Investigation (FBI) if there is a violation of this section.
 - a) The collator of the reporting district will ensure the FBI is notified in these instances.
 - b) In cases of dual federal and state jurisdiction, the FBI will investigate or otherwise assist local law enforcement agencies in the investigation.
9. Reports requiring further investigation by Criminal Investigation Section (CIS)
- a. All district supervisors will notify CIS as soon as possible regarding offense reports requiring further investigation by their section.
 - b. Mark in the appropriate block who was notified.

EXCEPTION: If the offense is reported outside the working hours of Personal Crimes Unit (PCU) personnel, the district making the report will notify PCU after 0800 hours the next day. If the shift supervisor determines PCU should immediately respond to the scene, request recall through CIS.

10. Completing Forms 316 and 317

- a. The first officer on the scene will complete a Form 316, Minor Accident/Aided Case/Mental Health Response Report, Form 316A, Deceased Person Report, or Form 317, General Conditions Report, when necessary.
 - 1) Immediately notify the Homicide Unit if the deceased is either a:
 - a) Suicide or suspected suicide victim.
 - b) Child seven years of age or under.

C. Submission of Completed Reports

- 1. Do not attach the Form 311, Confidential Investigative Notes, to incident reports. They are to be submitted independently.

D. Supervisor's Responsibility

- 1. Check each offense report for correctness, legibility, and completeness of information.
- 2. Sign the report indicating approval.
 - a. The supervisor will forward the report to the district collator for assignment of an offense number.
 - b. Return unapproved reports to the officer for correction or revision.

E. Offense Report Numbers - Processing by the Collator

- 1. Each district uses a separate block of offense report numbers assigned by the collator.
 - a. Each offense number has a total of 8 numeric and alpha characters. The first character is the district number. The next two numbers are the last two numbers of the current year. The next five numbers are the offense number.
- 2. The collator will maintain reports in separate files.

- a. Forms 301, Incident Report, are public record.
 - b. Forms 311, Confidential Investigative Notes, are not public record.
 - c. District/section/unit commanders may, at their discretion, grant police personnel the authority to access investigative files maintained therein.
3. District collators will prepare and send a report to CIS on the first of each month, listing all cases assigned to CIS.
- a. CIS will return the reports to the district collators with the dispositions or the name of the officer assigned to each case.

F. Additions and Corrections

1. Handle additions or corrections to original offense reports and offense reports returned to units for changes as follows:
- a. Use the original report number.
 - b. Check the supplement or correction block at top of report.
 - c. Complete the first 3 lines in the "Victim" section.
 - d. Make the necessary corrections or additions.
 - 1) Do not unfound or close the original report and make a new one.
 - e. In the "Report Date/Time" block, print the date the addition or correction is made.
 - 1) If after a given calendar month, the title of the offense on the report is changed, e.g., assault to robbery, make the standard correction and forward it to Records Section.
 - a) Do not unfound or close the original report and make a new report.
 - f. In the "Reporting Officer" block, print the name of the officer making the correction or addition.
 - g. Under "Narrative", clearly state the additions or corrections.

Examples: Correction is to change the name of the complainant from Ed Brown to Charles Smith. Addition is stolen bicycle valued at \$100. Correction is total value changed from \$140 to \$240.
2. The collator will make the necessary computer corrections.

G. Routing Offense and Other Reports

1. District collators will route copies of reports via computer and mail as needed. The following is a list of reports distributed to various sections/units of the Police Department and other city departments:
 - a. Form 301 - general use
 - 1) Original to Records Section (after coding and computer entry).
 - 2) Copy for district files.
 - 3) Copies of all aggravated robbery, robbery of financial institutions, robbery, aggravated burglary, burglary, breaking and entering, patient abuse, kidnapping, attempt kidnapping, abduction, and attempt abduction sent to CIS via mail.
 - 4) Copy of any theft report, including attempts, in which a form of deception was used, e.g., Pigeon Drop, Bank Examiner Scheme, Three Card Monte, etc., sent to CIS via computer terminal and interdepartmental mail.
 - 5) Copy of rapes and all sex related crimes including public indecency, interference with custody, endangering children, unlawful sexual contact with a minor, and child enticement sent to PCU. Report any crime occurring on school grounds, or any offense with a juvenile as the complainant, attempts included, to PCU via computer terminal and interdepartmental mail. Route offense reports of any crimes occurring on school grounds to the Youth Services Unit via interdepartmental mail.
 - 6) Copy of any offense occurring on a liquor permit premise sent to the Central Vice Control Section via computer terminal and interdepartmental mail.
 - 7) When the words "drug" or "narcotic" appear on an offense report, a copy by computer is sent to terminals "CVCS" and "OPS2" (Street Corner Unit).
 - 8) Copy of any offense involving known or suspected gang members, or when the word "gang" appears on an offense report sent to the Intelligence Section.
 - 9) Copy of any report of an incident occurring on City park property sent to the Park Unit.
 - 10) A copy of any offense report involving a current University of Cincinnati student faxed to (513) 556-4940 or Xavier University student faxed to (513) 745-3861.
 - b. Reports pertaining to homicides, deaths, etc.

- 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to CIS by interdepartmental mail.
 - 4) Copy to affected district from the Traffic Unit via interdepartmental mail if the offense is an aggravated vehicular homicide or vehicular homicide.
 - 5) Copy to Central Vice Control Section of any offense occurring on a liquor permit premise via computer terminal and interdepartmental mail.
- c. Offense reports pertaining to vehicle thefts, recoveries, etc.
- 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to CIS via computer terminal and interdepartmental mail.
 - 4) Copy of auto recovery or recovered license plates to the district where the theft occurred.
- d. Form 304, Missing Report
- 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to the Personal Crimes Unit (PCU) via computer terminal and interdepartmental mail.
 - a) After 30 days, PCU will forward a copy of missing persons who have not been located to the Hamilton County Coroner's Office.
- e. Form 313, Firearm Report
- 1) File the white and canary copy at the reporting unit.
 - 2) Attach remaining copies to the firearm.
 - 3) CIS will retrieve the pink copy from Court Property Unit.
- f. Form 316, Minor Accident/Aided Case/Mental Health Response Report

- 1) Original and one copy for district files.
- 2) Copy of all animal bites to the City Health Department.
- g. Form 316A, Deceased Person Report
 - 1) Original and one copy for district files.
 - 2) Copy of found dead and suicides to CIS.
 - 3) Copy of unidentified found dead/suicides to PCU.
- h. Form 301 when used for incidents
 - 1) Original and one copy for district files.
- i. Form 317, General Conditions Report
 - 1) Original and one copy for district files.
 - 2) Prepare a Form 317 for property damage incidents in which no criminal intent is evident.
 - a) Prepare a Form 317 indicating all pertinent facts of the incident if the property is damaged due to police action.
- j. Form 558, Financial Crimes Complaint
 - 1) Retain the Form 558 in the district files. The district collator will assign an eight digit tracking number that will contain the district of offense, incident number for that district, and the year of the offense, e.g.; 03-0001-05.
 - 2) The district collator will send a control copy to the Financial Crimes Squad.

H. Reporting and Follow-up Investigation: Assignment and Responsibility

INVESTIGATION ASSIGNMENT LEGEND

Patrol Bureau Traffic Unit (PBT)
 Patrol Bureau Shifts (PBS)
 Patrol Bureau Civilian Clothes (PBC)
 Criminal Investigation Section (CIS)

1. Assign offense reports having the necessary case assignment criteria for follow-up investigation and closure by designated units.

- a. An offense report listing two or more offenses will be assigned for investigation based on the highest degree offense against a person. If there is a significant change in time, location, or events during the incident the offenses may be assigned separately.
 - b. Assign incident reports involving High Profile Criminal Investigations to CIS, regardless of the offense or potential offense.
2. Prepare a Form 301 for the following offenses and attempted offenses:

2903.01 Aggravated Murder/Attempt Aggravated Murder (CIS)

2903.02 Murder/Attempt Murder (CIS)

2903.03 Voluntary Manslaughter (CIS)

2903.04 Involuntary Manslaughter (CIS)

2903.041 Reckless Homicide (CIS)

2903.05 Negligent Homicide (CIS)

2919.13 Abortion Manslaughter (CIS)

NOTE: Refer to Procedure 12.615, Deceased Persons/Prisoners, when preparing a Form 301 for the above offenses.

2903.06 Aggravated Vehicular Homicide/Vehicular Homicide (PBT)

2903.06A Vehicular Death (PBT)

NOTE: When a person kills only himself by means of a motor vehicle, motorcycle, snowmobile, locomotive, watercraft, or aircraft, list the term "Vehicular Death" on the Incident Report. For reporting purposes, use ORC Section 2903.06A.

Prepare a Form 301 for all deaths occurring as a result of traffic crashes.

2903.08 Aggravated Vehicular Assault/Vehicular Assault (PBT)

NOTE: Refer to Procedure 12.230, Fatal Crash Investigation and Placement of Related Charges, when using 2903.06, 2903.06A, and 2903.08.

2903.11 Felonious Assault (PBC)

If victim is hospitalized and death appears imminent (CIS)

2903.12	Aggravated Assault	(PBC)
	If victim is hospitalized and death appears imminent	(CIS)
2903.13	Assault	(PBS)
	If suspect is out of town or unusual circumstances exist	(PBC)
NOTE:	Refer to Procedure 12.415, Reporting and Classifying Assault Offenses, for completing an assault report on a law enforcement officer.	
2903.14	Negligent Assault	(PBS)
2903.16	Failing to Provide for Functionally Impaired	(PBC)
2903.211	Menacing By Stalking	(PBC)
2903.22	Menacing	(PBS)
2903.21	Hazing	(PBC)
2903.34PA	Patient Abuse (felony)	(CIS)
2903.34PN	Patient Neglect (misdemeanor)	(PBC)
2903.34GPN	Gross Patient Neglect (misdemeanor)	(PBC)
2903.341	Patient Endangerment (misdemeanor)	(PBC)
2903.341	Patient Endangerment (felony)	(CIS)
2905.01	Kidnapping	(CIS)
2905.02	Abduction (all cases)	(PBC)
2905.03	Unlawful Restraint	(PBC)
2905.04	Child Stealing	(CIS)
2905.05	Criminal Child Enticement	(CIS)
2905.11	Extortion	(CIS)
2905.12	Coercion	(CIS)
2907.02	Rape	(CIS)
2907.03	Sexual Battery	(CIS)
2907.04	Unlawful Sexual Conduct w/Minor	(CIS)
2907.05	Gross Sexual Imposition	

	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.06	Sexual Imposition	
	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.07	Importuning	(PBC)
2907.08	Voyeurism	(PBC)
2907.09	Public Indecency	(PBC)
2909.04	Disrupting Public Service	(PBC)
2909.05	Vandalism	(PBC)
2909.06	Criminal Damaging or Endangering	(PBS)
2909.07	Criminal Mischief	(PBS)
2909.07	Endangering Aircraft or Airport Operations	(PBC)
2911.01	Aggravated Robbery	
	All cases except financial institutions	(PBC)
	Aggravated Robbery of financial institutions	(CIS)
2911.02	Robbery	
	All cases except financial institutions	(PBC)
	Robbery of financial institutions	(CIS)
2911.11	Aggravated Burglary	(PBC)
2911.12	Burglary	(PBC)
2911.13	Breaking and Entering	(PBC)
NOTE:	When a robbery or burglary offense involves a controlled substance, refer to Section B.8.	
2911.211	Aggravated Trespass	(PBC)
2911.31	Safecracking	(PBC)
2911.32	Tampering with Coin Machines	(PBC)
2913.02G	Theft, Grand	(PBS)
	If unusual circumstances	(PBC)
2913.02P	Theft, Petty	(PBS)

If unusual circumstances (PBC)

License Plate Validation Stickers (PBC)

- a. The word "Grand" or "Petty" will precede the word "Theft" on theft offenses. Record the type of theft in "Larceny Type" block.

2913.04 Unauthorized Use of Property (PBC)

2913.05 Telecommunications Fraud (PBC)

2913.11 Passing Bad Checks

2913.31 Forgery

2913.32 Criminal Simulation

2913.21 Misuse of Credit Card

2913.49 Identity Theft

- a. Officers are required to complete a Form 558 for the above listed offenses (2913.11, 2913.31, 2913.32, 2913.21, 2913.49).

- 1) Amount of loss is \$2500.00 or less (PBC)

- 2) Amount of loss is greater than \$2500.00 (CIS)

- b. When completing a report for Identity Theft:

- 1) Supply the victim with the phone number to the Financial Crimes Squad, (513) 352-3545.

- 2) Fax a copy of the Form 301 to the Major Offenders Unit at (513) 352-6924.

- 3) Mail the original Form 301 to the Financial Crimes Squad if the amount of the theft is over \$2500.

- 4) Mail a copy of the Form 301 to the Financial Crimes Squad if the amount of the theft is \$2500 or less.

2913.33 Making or Using Slugs (PBC)

2913.41 Defrauding a Livery or Hostelry (Non-Vehicular) (PBC)

- a. A breach of a rental agreement is a civil matter unless you can show criminal intent. Criminal intent can be inferred if the suspect provides a false name and address at the time of the rental or moves during the rental period without leaving a forwarding address.

- b. If criminal intent is established, an offense report should be made and a warrant referral issued. If no criminal intent can be established, the complainant should be advised to seek civil redress.

2913.41V Defrauding a Livery or Hostelry (Vehicular) (PBC)

- a. Prepare a Form 301 in those cases where the vehicle has been returned to the owner. Otherwise refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses.

*****Report violations of the following statutes on a Form 301: 2913.02 (Theft), 2913.04 (Unauthorized Use of Property), and 2913.41 (Defrauding a Livery or Hostelry). If applicable, include all serial numbers, vehicle identification numbers, etc., on the items listed below for entry into NCIC stolen property files:

Sailboat
 Rowboat
 Pickup camper (out of truck)
 Jack lift
 Farm machinery not designed to carry the operator
 Riding lawn mowers with no serial number (riding lawn mowers with a serial number are reported on a Form 303)

NOTE: Refer to Procedure 12.420 for those articles to be reported on a Form 303.

2913.44 Personating an Officer (PBC)

2917.21 Telecommunications Harassment (PBC)

2917.31 Inducing Panic (PBC)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when an evacuation occurs.

2917.32 Making False Alarms (PBC)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when no evacuation occurs.
- b. Prepare a Form 301 for any false fire alarms when an arrest is made or a suspect known.
 - 1) Complainant is the Cincinnati Fire Department.
 - 2) Complainant's address is 430 Central Avenue.
 - 3) Reporting person is the Fire Department officer in charge (OIC) at the scene. The OIC's address is the fire company where assigned.
 - 4) List how the alarm was given in the "Remarks" section: telephone, etc.

2919.13 Abortion Manslaughter (CIS)

2919.22B Endangering Children (CIS)

- | | | |
|-----------|---|-------|
| 2919.23 | Interference with Custody | (CIS) |
| 2919.25 | Domestic Violence | (PBC) |
| 2919.27 | Violating Protection Order or Consent Agreement | (PBC) |
| 2921.02 | Bribery | (CIS) |
| 2921.03 | Intimidation
*Will be investigated by the investigator assigned the original offense or incident. | (*) |
| 2921.04 | Intimidation of Crime Victim or Witness
*Will be investigated by the investigator assigned the original offense or incident. | (*) |
| 2921.05 | Retaliation
*Will be investigated by the investigator assigned the original offense or incident. | (*) |
| 2921.51 | Impersonating a Peace Officer or Private Policeman | (CIS) |
| 2923.161 | Discharging a Firearm at Habitation or School | (PBC) |
| 2927.12AM | Ethnic Intimidation/Aggravated Menacing | (PBC) |
| 2927.12M | Ethnic Intimidation/Menacing | (PBC) |
| 2927.12CM | Ethnic Intimidation/Criminal Mischief | (PBC) |
| 2927.12CD | Ethnic Intimidation/Criminal Damaging | (PBC) |
| 2927.12TH | Ethnic Intimidation/Telephone Harassment | (PBC) |
3. Prepare a Form 303 for the following offenses/instances:
- | | | |
|-----------|--|-------|
| 2913.02V | Theft - Stolen Vehicles | (PBC) |
| a. | Investigated by civilian clothes personnel in the district where the theft occurred. | |
| 2913.02VR | Recovered Stolen Vehicle | (PBC) |
| a. | Investigated by personnel in the district where the theft occurred. | |
| 2913.02L | Theft - Stolen License Plate(s)
(including expired plates) | (PBC) |
| 2913.02LR | Recovered Stolen License Plate(s) | (PBC) |
| 2913.03V | Unauthorized Use of a Vehicle | (PBC) |
| 2913.03VR | Unauthorized Use of a Vehicle Recovery | (PBC) |

2913.41V Vehicular Defrauding of a Livery or Hostelry (PBC)

2913.41VR Vehicular Defrauding of a Livery or Hostelry
Recovery (PBC)

NOTE: The district collator will enter a monetary value for stolen and recovered vehicles on the report. The value of a vehicle is determined by using the following Internet sites: <http://www.kbb.com/>, the Kelly Blue Book home page, or <http://www.nadaguides.com/>, the NADA guidebook home page. To ensure the recovery value is consistent with the reported value, the recovery district collator must contact the district collator where the larceny occurred.

4. Offenses investigated at the district level will be processed as outlined on the attached Incident Report Flow Chart.

I. Case Closure Audit

1. On a monthly basis, the district commander will ensure a random audit of cases closed by both investigative and uniformed personnel is conducted. Early closures will not be included in this audit.
 - a. This audit will include:
 - 1) A ten percent sample of inactive closures.
 - 2) A ten percent sample of otherwise closures.
 - 3) A ten percent sample of unfounded closures.
 - b. A district supervisor not assigned to the Investigative Unit will conduct this audit.
 - 1) The auditing supervisor will personally contact the complainant to ensure the report was properly closed and that the investigating officer properly notified them of the closure.
 - c. The district commander will ensure a monthly summary of the case closure audit is forwarded to him for review.
 - d. District commanders will ensure quarterly reports are biannually compiled and forwarded to the Patrol Bureau Commander (first and second quarter submitted during July, third and fourth quarter submitted during January).

J. Investigation Requests from Other Law Enforcement Agencies

1. CIS will monitor and control investigative requests from law enforcement agencies outside the Cincinnati Police Department.

- a. Document and forward all extensive investigative requests received from outside law enforcement agencies to CIS.
 - 1) CIS will assign the request within the Police Department.
 - 2) The district, section, or unit receiving the request will conduct the follow-up investigation, provide the requested assistance, if possible, and contact the outside agency advising them of the investigative results.
 - 3) Forward a Form 311, Incident Closure Report, to the CIS Commander. The Form 311 will contain the case disposition and state the outside agency has been contacted and advised.
 - a) Affected districts will handle routine requests for assistance from adjoining police agencies.

INCIDENT REPORT FLOW CHART



